



FINAL

MAY 3, 2024

SF District Attorney Support Services Division

Injury Illness and Prevention Program (IIPP) May 3, 2024



RESPONSIBILITY

The Injury and Illness Prevention Program (IIP Program) administrator, our Facilities Manager, holds the authority and responsibility for implementing the provisions of this program for the City and County of San Francisco District Attorney's Office.

All managers and supervisors play a vital role in implementing and maintaining the IIP Program in their respective work areas. They are also the first point of contact for any worker queries about the program. The collective efforts of all are key to our success in ensuring a safe and healthy work environment.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthy work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following checked practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthy work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthy work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating occupational safety and health information to all workers in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation, including discussing safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- Employees can report unsafe or unhealthy working conditions by dropping a written description of the safety concern in the safety mailbox located in SFDA's fourth-floor mail area. The description of the issue should be as complete as possible. This mailbox is checked, and the messages are retrieved and reviewed weekly. A copy of Appendix D (Employee Safety Communication Form) is available on the SFDA Intranet site.



HAZARD ASSESSMENT

A competent observer shall perform periodic inspections to identify and evaluate workplace hazards in the following areas of our workplace:

Competent Observer	Area
Jessica Geiger, Facilities Manager Sheila Arcelona, Assistant Chief of Finance & Administration Shavaun Tolliver, Human Resources Richard Ng, Human Resources	350 Rhode Island, 1 st , 2 nd , 3 rd , and 4 th floors
Jessica Geiger, Facilities Manager Sheila Arcelona, Assistant Chief of Finance & Administration Shavaun Tolliver, Human Resources Araceli Williams, Senior Mail Clerk	850 Bryant Street suites 450,525,436, and 440.
Jessica Geiger, Sheila Arcelona, Julia Cervantes, Managing Attorney, Shavaun Tolliver, Human Resources Richard Ng, Human Resources	375 Woodside, suite 120

Periodic inspections are performed according to the following schedule:

1. When we initially establish our IIP Program.
2. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.



HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered
2. When an imminent hazard cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

1. When the IIP Program is first established.
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
3. To all workers given new job assignments for which training has not previously been provided
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard
5. Whenever we are made aware of a new or previously unrecognized hazard
6. Supervisors must familiarize themselves with the safety and health hazards to which workers under their immediate direction and control may be exposed
7. To all workers concerning hazards specific to each employee's job assignment

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping includes keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
7. Proper storage is needed to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors
9. Proper storage and handling of toxic and hazardous substances, including prohibiting



eating or storing food and beverages in areas where they can become contaminated.

EMPLOYEE ACCESS TO THE IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. Employees can view and download the IIPP directly from the SFDA Intranet site or by contacting the Human Resources or Facilities Departments:

1. The SFDA will provide access in a reasonable time, place, and manner, but no later than five (5) business days after receiving the request for access from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.
 - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided. We may charge reasonable, non-discriminatory reproduction costs for the additional copies in that case.
2. Provide unobstructed access through the SFDA Intranet site, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative
- The date of the request
- The name of the designated representative
- The date upon which the written authorization will expire (if less than 1 year)



RECORDKEEPING

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained for one year.



SFDA INJURY ILLNESS AND PREVENTION PROGRAM HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]

Date of Inspection: [Enter date] Person Conducting Inspection: [Enter name]

Unsafe Condition or Work Practice: [Provide details, including root causes]

Corrective Action Taken: [Provide details, including solutions to root causes]



SFDA INJURY ILLNESS AND PREVENTION PROGRAM ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident: [Enter information]

Location: [Provide details]

Accident Description: [Enter details, including all events that lead up to the incident]

Workers Involved: [Enter information]

The underlying cause(s) of the accident/exposure: [Detail all root causes]

Corrective Actions Taken: [Provide details, including potential solutions to the root causes]

Manager: [Enter name]

Date Completed: [Enter date]

